



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.18

Subject: Community Residential Facilities TN KIDS Case Recordings and Facility Log

Supersedes: DCS 27.18, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

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Application

To All Department of Children's Services Community Residential Facilities Employees

Authority: TCA 37-5-106

Policy

The Department of Children's Services Community Residential Facilities shall maintain a permanent log with shift reports that record routine information, emergency situations, and unusual incidents that occur in the facility. The case manager shall record all documentation specific to an individual youth in the case recordings in TN Kids.

Procedures

- A. Case recordings**
1. TN KIDS case recordings documentation shall be followed as outlined in DCS policy [31.14, Case Recordings for Foster Care, Adoption Services and Juvenile Justice Cases](#). Information regarding a youth's progress, significant interaction, collateral contacts and review of behavior are examples of types of information to be documented in the TN KIDS case recordings by the case manager.
 2. On a monthly basis, TN KIDS case recordings shall be printed out and signed by the case manager making the entries and the signed copy placed in the youth's case file.

3. The facility supervisor/designee shall audit each youth's case file monthly. The supervisor will sign and date the TN KIDS case recordings as verification of the audit for the month.

B. Permanent facility log

1. The permanent facility log (recorded on Form CS-0298, *Daily Log*) will be maintained in a three-ring binder in an area not accessible to youth.
2. One month will be kept in the binder, then removed and utilized for the monthly report. It will then be maintained for three years.
3. The log will be utilized by all staff and reviewed and signed by the supervisor on the following day. The supervisor's designee will review the log in his/her absence.
4. All employees shall review the daily log prior to the beginning of each shift.
5. Weekend log pages will be reviewed the following Monday. Holiday log pages will be reviewed the following regular workday.
6. The log will be written legibly in ink and completed in full. No entry may be marked out or removed. Any change will be made with one line through the mistake and the change noted and initialed by the staff making the change.
7. Each shift will report information including but not limited to:
 - a) Emergency situations,
 - b) Unusual incidents, and
 - c) Routine information that occur in the facility
8. A daily summary of the inspection of all occupied areas of the facility will be included in the log. Unoccupied areas such as storage sheds must be inspected weekly and documented in the log.

Forms

CS-0298 Daily Log

Collateral Documents

None

Standards

ACA 3-JCRF-1E-03

ACA 3-JCRF-1E-04

ACA 3-JCRF-1E-06

ACA 3-JCRF-1E-07

DCS Practice Model Standard- 5-600

DCS Practice Model Standard- 5-601

DCS Practice Model Standard- 5-602

DCS Practice Model Standard- 5-603

DCS Practice Model Standard- 5-604

DCS Practice Model Standard- 8-306